

## Guelph School of Music School Policy 2018-19

### **Schedule: Lessons begin Friday September 7/18.**

Private Lessons: There are 36 lessons on Tues/Wed/Thurs/Fri, 33 lessons on Mon/Sat. The academic year is divided into 3 Sessions beginning Sept 2018, Dec 2018 and Mar 2019. Private lessons can begin at any time between September 2018 & June 2019.

### **Payment**

New Student Registration Fee: \$30 (non-refundable)

Annual School Fee (non-refundable) Pro-rated for students starting in Session 2 & 3.

1. Private Instrumental/Voice and any other class or private theory lesson or class.

Early Bird: \$170 After April 21/18: \$200

2. Private Theory Lessons

Early Bird \$85 After April 21/18: \$100

3. Theory Classes

Early Bird: \$75 After April 21/18: \$85

### **Tuition Fees**

To reserve a Private Lesson day and time or a space in our classes, payment for the entire academic year must be received in full either by cheque or e-transfer, OR by post-dated cheques dated Sept 1/18, Dec 1/18 and Mar 1/19. Cheques are payable to The Guelph School of Music. Details of fees method of payment and payment schedule are listed on student invoices which are sent out by email.

**Returning Students:** The School Fee is due with the Returning Student registration form.

**New Students:** The New Student Registration Fee is due with the New Student registration form.

### **Cancellation**

There are no refunds or make-ups for lessons or classes cancelled by the student. This includes student illness or vacations taken outside of school holidays. Lessons or classes cancelled by the teacher will be re-scheduled. Please notify your teacher if the student will be absent.

### **Withdrawal**

Enrollment in private lessons is on a per Session basis. In case of withdrawal, only the fees for the remaining Sessions will be refunded. A written two-week notice of withdrawal prior to the next Session is required for fees to be returned. Once registered in Classes, fees are non-refundable.

### **Inclement Weather**

When Public Schools and evening/weekend Community Use of Schools Programmes in the Upper Grand District School Board are closed due to inclement weather, The Guelph School of Music is closed and lessons will not be rescheduled.

If busses are cancelled but schools are open, Guelph School of Music is open.

### **Recitals & Performance Classes**

2 Recitals: Winter and Spring.

3 Performance Classes: Scheduled by the teacher.

### **Miscellaneous**

Parents/Students are responsible for the purchase of all music and materials.

Parents/Students are responsible for the registration and payment of any extracurricular activities such as Kiwanis Music Festival or Royal Conservatory of Music Examinations.

If there is insufficient registration in classes, programmes will be cancelled and all fees returned.

Guelph School of Music reserves the right to cancel any student enrollment for negligence of payment, poor attendance, inappropriate behaviour or misconduct by the student, parent or guardian.

There is no extra time given to students who arrive late for lessons or classes.

Student received lessons only for the lesson length and number of lessons they have registered and paid for.

Piano accompaniment for recitals and performance classes is available for an additional fee.

There is a \$25 charge for cheques returned due to insufficient funds (NSF).

Please contact your child's teacher if you have questions about his or her lessons.

Registration in the Guelph School of Music implies acceptance of School Policy.

### **Kiwanis Music Festival**

The teacher's attendance in the Kiwanis Music Festival constitutes the participating student's lesson for that week. Students not participating in the festival will have their lesson during festival week but it may have to be re-scheduled to accommodate the teachers' attendance at the festival.

### **Communication**

Invoices, Receipts and Newsletters are sent via email.

Phone: 519-763-4181

General Email: [info@guelphschoolofmusic.ca](mailto:info@guelphschoolofmusic.ca)

Student Accounts:

[officeadministrator@guelphschoolofmusic.ca](mailto:officeadministrator@guelphschoolofmusic.ca)